

KEYS TO STAYING ORGANIZED

Standardize Routine Tasks

- Know the steps for operations that recur
- Don't reinvent the wheel
- Know when to be creative and when to be functional

Streamline Communication

- Make sure that you are communicating information in as succinct a manner as possible
- Never duplicate when it can be avoided

Avoid the Desktop Shuffle

- Refuse to jump from one half-completed task to another
- Refuse to move papers around from one spot to another
- Save only paperwork you need and file it where it belongs

Have a Place for Everything

- Know where things belong
- Find out where things belong
- Create a place for things to belong

Assign Process Ownership

- Know who does what and when
- Delegate when helpful and needed

Keep Personal Work for Home

- Have a separate file for personal and work emails
- If you think of personal tasks that need doing, make a note, not a call
- Emotional issues are not solved by fretting at work

Organizational Maintenance

Maintenance is any activity undertaken to preserve the original condition of something and to compensate for normal wear and tear.

Example: If the photocopier runs out of paper, fill it to maximum instead of adding just enough sheets to get by.

Types of Maintenance

There are several kinds of maintenance. In conjunction with each other, these five types keep systems in working order.

1. Proactive maintenance – defining standards that are optimum and ensuring they are met.
2. Preventative maintenance – testing machines, looking for weaknesses, adding stress to check for potential weaknesses in systems or machines.
3. Scheduled maintenance – checking in on the working order of equipment/files/tools at regular intervals.
4. Reliability maintenance – making sure priority equipment/tools/files are operable and in good order (safety is key).
5. Corrective maintenance – dealing with breakdowns as they occur.